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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 28 December 1953

FROM <sup>Acting</sup>: Chief, Space, Maintenance and Facilities Division

SUBJECT: Report of Operation by the Space, Maintenance and Facilities Division  
 during the month of October 1952 and October 1953

Volume:

	<u>1952</u>	<u>1953</u>
1. Requests for services processed during the month of October.		
A. New requests by memorandum or requisition	353	136
B. On hand prior to October 1	<u>31</u>	<u>18</u>
	384	154
C. Written orders placed with GSA	220	48
D. Written estimates to PBS	-	115
E. Number on hand as of 31 October	39	38
F. On hand 60 days or more and not yet submitted to GSA	-	-
2. Funds obligated during the month of October		
1. Routine alterations and installations	\$ 18,625.00	\$ 14,176.00
2. Estimated cost of Item C	20,145.00	- - -
3. Estimated cost of other allotments (09)	<u>3,650.00</u>	<u>1,297.00</u>
	42,420.00	15,473.00
4. Protective service (GSA Guards) (183 reimbursable posts)	95,260.00	101,676.00
5. Laborers and Trucks (from GSA)	5,334.00	9,459.20
3. Sums paid to GSA during June		
1. Alterations and installations	174,977.00	19,865.20 ✓
2. Guards	1,550.00	8,221.73
3. Laborers and Trucks	<u>2,176.00</u>	<u>92.60</u>
	- - - -	<u>1,531.91</u>
	178,703.00	29,711.44

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4. Work Load Status	<u>1952</u>	<u>1953</u>
A. Orders submitted to GSA non-reimbursable In writing	25 525	10 250
B. Inter-office memorandum Inter-agency letters	22 8	46 4
C. Space moves during October Total personnel moves Estimated cost	15 200 \$4,072.00	10 525 \$ 9,725.00
D. Number of requests on which orders have been placed but work has not been completed		
30 days old	18	
60 days old	23	
90 days old	26	
120 days old	7	
	<u>74</u>	

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